# ELP Test Coordinator's Guidance

School Year 2012 - 2013

Alaska's English Language Proficiency (ELP) Assessment is the ACCESS for ELLs (Assessing Comprehension and Communication in English State-to-State for English Language Learners)

- The *ELP Test Coordinator's Guidance* provides the guidelines and procedures for distribution, collection, and return of materials for the ACCESS for ELLs assessment.

- This document is not a test manual. Information concerning the contents of the ACCESS for ELLs and instructions for administering them are found in the *Test Administrator Manuals*.

- All LEP students must be assessed annually. Identification guidance is located at EED's website http://www.eed.alaska.gov/tls/assessment/elp.html.

## Test Window Scheduling Parameters

- The test administration window is annually February 1 through March 31. Specific statewide testing days are not designated.

- Each district should designate district-wide test dates for the ELP assessment. These dates must include make up opportunities for students who are absent.

- The sections of the ACCESS for ELLs, grades 1 – 12, test may be administered in any order, however, districts are encouraged to administer the assessment in the following sequence: Listening/Reading, followed by Writing, then Speaking.

- The ACCESS for ELLs for Kindergarten test is adaptive and MUST be administered in the order presented in the *Kindergarten Test Administration Manual*.

- Districts are NOT required to set the ELP testing schedule on consecutive days during the test window. However, a domain must be completed in one sitting by the student.

- Students who are not able to take the ELP assessment on the district's designated test days may take the test on any of the days that follow within the test window.

- **All test Materials are secure and must be inventoried and sent back to MetriTech, Inc., at the close of the testing window.**

## MetriTech Website for Enrollment and Ordering Additional Materials

- The MetriTech website for Alaska's ELP assessment allows the ELP test coordinator to enroll and order test materials. Test items are secure and not reusable. They must be sent back to MetriTech at the close of the testing window.

- A password and user ID are necessary to access MetriTech's enrollment website. These will be sent to districts from MetriTech or EED prior to the enrollment window. **For password and ID information contact MetriTech at 1-217-398-5798 or email at: wida@metritech.com.**

- Do not pad enrollment orders. Orders must reflect the LEP population from the Pre-ID file submitted to MetriTech by EED. Districts will have to pay for unused materials that are more than 15% overage.

- Consolidate additional materials requests from schools and place an order. Requests for additional materials may be made up to two weeks before the test window closes.

- Test material handling information can be found in the *ACCESS for ELLs Test Administration Manual* at WIDA's website at: http://www.wida.us/index.aspx

**Pre-ID Labels Procedures**

- EED will submit the Pre-ID files for districts based on annual Fall OASIS data.

- A Pre-ID label containing student demographic data will preclude bubbling the demographic page on testing day. Late additional materials requests will not have a corresponding Pre-ID label.

- Special testing instructions for Alaska districts will be a goldenrod page placed inside the *Test Administration Manual* from MetriTech.

**ELP Assessment Training**

- Those who train test administrators on the ACCESS for ELLs are usually ELP test coordinators and required to receive training from EED or WIDA. They must receive a *Certificate of Training* to be kept on file by the district.

- Those who administer the ACCESS for ELLs (test administrators) require training and receipt of an online *Certificate of Training* before administering ACCESS. The ELP test coordinator should keep a file of the completed certificates at the district office. Do not send these certificates to EED. Training can also be monitored online at WIDA's website.

- A re-fresher training is required for any returning test administrators **each year**. All test administrators must complete the online training and receive a *Certificate of Training*.

- Online assessment training is available at http://www.wida.us/. A username and password are needed to access the online training. You can contact the WIDA Help Desk for your username and password at help@wida.us or call toll free 1-866-276-7735.

- The estimated times for completing sections of the test are as follows: (These times are based on first time users of the online training.)

    - Kindergarten: approximately 45 minutes for all domains (all scored on site)
    - Grades 1-12: Listening and Reading approximately 75 minutes; Writing approximately 60 minutes; Speaking approximately 15 minutes.

- A district may focus training on Speaking and Kindergarten certification and/ or Speaking and grades 1 – 12 certification, depending on the district's needs.

**Directions before the first day of testing**

- Security agreements for test administrators must be collected and stored at the district level. Each year an agreement is required for all test administrators and the ELP test coordinator. Only the ELP test coordinator's security agreement is faxed to EED.

- Additional test materials will be shipped to the district office and distributed by the ELP test coordinator.

- **All ACCESS for ELLs materials and answer documents are to be secured at all times when not testing. A count and inventory sheet must be kept by the ELP test coordinator to track all materials to and from MetriTech.**

- Teachers, test administrators, or other testing personnel may not read test items unless it is specifically required to provide a documented accommodation to an individual or student group.

- Parents/guardians may not read test items under any circumstances.

- Carefully review the *WIDA Test Administration Manuals* at WIDA's website: *http://www.wida.us/assessment/ACCESS/* .

**Receipt of Materials**

- The test materials are packaged by school if districts have 10 or more schools (except for district overage materials) and shipped to the ELP test coordinator.

- Box 1 contains the necessary paperwork for the district and schools. A testing schedule with procedures and deadlines is provided in your district bag (goldenrod sheet located in the District and School Test Administration Manual). The packing list and security checklist may be loose in the top of box 1.

- It is imperative that the ELP test coordinator inventory the test materials received using the serial numbers on the Packing List and immediately report any discrepancies to MetriTech, Inc. at 800-747-4868.

- Verify the contents of the district overage boxes. District overage is set at 10%. Districts will have to pay for unused materials that are more than 15% overage.

- Arrange for the distribution and return of test materials for each school. The ELP test coordinator must keep the packing list and master materials list for tracking materials.

- School test coordinators must use the Security Checklist to sign materials in and out and for return to the ELP test coordinator

**Resolving School Shortages**

- Use test materials from the district overage (10%) for schools that did not receive sufficient materials. Districts will have to pay for unused materials that are more than 15% overage.

- You may transfer secure materials assigned to one school to another school within your district. Document this on the ELP test coordinator's inventory form.

- If the quantity of district overage materials is insufficient to cover shortages or if more school specific materials are needed, you may place an additional order at MetriTech's website at https://www.metritech.com/client_area.aspx.

- Check with all schools in your district before placing an order for additional materials so that only one order is necessary. Orders with a significant discrepancy to the Pre-ID file are subject to EED approval.

- District/school Pre-ID labels are school specific and cannot be ordered with additional material requests.

- Once additional materials are received, sign out the materials to the schools using the enclosed form.

**Return of Materials**

- Carefully review the *Test Administration Manuals* found in your packet or at WIDA's website:

  http://www.wida.us/assessment/ACCESS/

- Read the *Test Material Handling* Instructions prior to the start of the testing window.

- Schools are to mail all test materials to the ELP test coordinator by the date specified in the Timeline and the goldenrod sheet sent with the *Test Administrator Manual*.

- **ELP test coordinators must account for all materials that are distributed and returned using the serial numbers on the packing list. Return all test materials to MetriTech, Inc.**

- If any test material discrepancies are discovered and cannot be resolved through MetriTech, the ELP test coordinator must contact Alaska Department of Education & Early Development's ELP assessment program manager directly at 907-465-8432.

- If you have any questions concerning how to return materials, contact MetriTech at 1-800-747-4868.

- The ELP test coordinator must return materials to MetriTech on or before the date specified on the *Planning Checklist*. If the assessments are ready early, call the 800 number on the return label and arrange for an early pickup and return.

- If you do not have completed documents from all schools in your district by the pickup deadline, do not wait to ship to MetriTech. Return all available completed documents for scoring on or before the deadline. Call EED to discuss any late shipments.

**Invalid Tests**

- Students who mark multiple or random responses to test items, cheat on the test, or otherwise breach test security, should have their tests invalidated. This is not an inclusive list. Please contact EED for guidance if you have a question about invalidating a test (907) 465-8432.

- Students who are tested out of grade level are to be invalidated. The ELP measures language acquisition. To measure a student at a lower grade level does not provide a valid measure of language acquisition.

- An invalidated test will not be scored; the student will not be included as a participant for the domain that is invalidated.

- To be scored as invalid, a test book/answer booklet should be marked appropriately on the demographic page in the "Do Not Score This Section For This Student" section (21). Bubble in the *Invalid* box for the appropriate domain.

- Invalid books should be returned with the "Do Not Score" header along with completed documents that are to be scored. Test administrators should check with the ELP test coordinator prior to invalidating any test book/answer booklet.

## LEP Students with Disabilities

### Accommodations for LEP students with disabilities

- LEP students with disabilities may use appropriate accommodations when taking the ELP assessment. The classification of LEP is not a disability.

- Consult the list of *WIDA Recommended Accommodations* in the *ACCESS Test Administration Manual* as well as Table 2 of the *Participation Guidelines* for accommodations allowed for ELLs with disabilities http://www.eed.alaska.gov/tls/assessment/elp.html.

- Prior to testing refer to the *ACCESS Test Administrator Manual*; some accommodations may render a test invalid.

- It is the district's responsibility to provide the needed accommodations documented in a student's IEP or 504 Plan.

### Large Print

- If using a large-print test booklet, transcribe all student responses, including writing responses, from the large-print test booklet to a regular-size scannable response document. Have another district/school staff member verify the answers were recorded correctly.

- Place the student Pre-ID label on the front of the regular-size scannable response document. If a Pre-ID label is not available, bubble all student demographic information on the answer document. (See Goldenrod for details.)

- Place the transcribed regular-size scannable response document behind the appropriate School Header Sheet to be returned with the other completed documents in the scannable-materials box for scoring.

## Test Security

Alaska Department of Education & Early Development acknowledges the ACCESS for ELLs as a secure test. Thus, the test may be disclosed only as provided in this section [4 AAC 06.765].

1. Test questions may be disclosed to
   - a student to conduct the test on the date and at the time specified;
   - an ELP test coordinator in the course of fulfilling his or her duties under AAC 34.055(c);
   - a department official as required for the performance of that official's duties; and
   - a test administrator if necessary to fulfill duties under 4 AAC 06.775 regarding delivery of accommodations.

2. School and district personnel responsible for test administration shall
   - inventory and track test materials from the time the materials arrive at the school or district office until the time the materials are returned to the test publisher or ELP test coordinator;
   - securely store tests before distribution to school test centers and after their return;
   - control distribution of tests to and from school test centers;
   - control the storage, distribution, administration, and collection of tests; and
   - ensure that no test or test question is copied in any manner, whether on paper or by electronic means.

3. School personnel at a school test center shall
   - code the test according to the Examiner's Manual directions before testing unless pre-code information has been provided;
   - inventory and track test materials from the time the materials arrive at the school until the time materials are returned to the district;
   - securely store tests before and after each testing session;
   - control distribution of test materials within the school test center;
   - ensure that no test or test question is copied, reproduced, or paraphrased in any manner by an examinee or anyone else;
   - ensure that examinees use only those reference materials allowed by the test publisher's testing procedures;
   - ensure that no student receives a copy of the test, or learns of a specific test question or item, before the test date and time set by the Commissioner, unless knowledge of the item is necessary for delivery of accommodations under 4 AAC 06.775;
   - ensure that examinees do not exchange information during a test, except when the test procedure so specifies;
   - ensure that an examinee's answer is not altered after testing is completed; and
   - ensure that no examinee is assisted in responding to, or reviewing of specific test questions or times before, during, or after any test session.

4. A teacher holding a certificate issued under 4 AAC 12 who breaches security as described in this section is subject to investigation and adjudication by the Professional Teaching Practices Commission.

5. School and district personnel responsible for test administration must annually execute an agreement, on a form provided by the department, affirming that the test procedures will be followed. The website for downloading the agreement form is http://www.eed.alaska.gov.

6. All school and district personnel must maintain the security and confidentiality of electronic test data files, individual student reports, and other testing reports designated as secure.

7. District personnel in charge of testing must immediately report any breach of test security to appropriate authorities at the Department of Education.